



JOB DESCRIPTION

Title: **EVIDENCE TECHNICIAN**
Department: Police
Class Code: 4115
FLSA Status: Non-Exempt
Effective Date: July 1, 1999 (Rev 10/00)
Grade Number: 11

GENERAL PURPOSE

Secures, stores, and disposes of evidence according to State and Federal laws and department procedures. Researches lost and found property and releases property to owners.

EXAMPLE OF DUTIES

- *-- Receives, sorts and secures all property delivered to the evidence room; responsible for verifying evidence reports against property reports to ensure accuracy.
- *-- Operate computer system to enter submitted items into Police Department evidence tracking system.
- *-- Accountable for security and integrity of evidence room; responsible for preserving the critical chain of evidence; testifies in court when subpoenaed.
- *-- Determines appropriate and lawful disposition of property; releases property to officers, property owners, the courts and/or other agencies; releases property for sale at public auctions; maintains an accurate accounting of all property transfers and releases.
- *-- Conducts periodic audits of property inventory; corresponds with officers and general public regarding disposition of property; matches stolen and lost property with property inventory.
- *-- Takes fingerprint impressions of customers for various background and application forms.
- *-- Process bicycles received in evidence by collecting information on each bike. Check NCIC and computer systems to attempt to identify and notify the owner.
- *-- Handle monies submitted as evidence, safe keeping or found property.

Evidence Technician
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- *-- Coordinate auction for unclaimed bicycles.
- *-- Explains evidence room procedures to officers, the general public and outside agencies. Provides input into department policies regarding evidentiary procedures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED and four (4) years experience with a police agency with duties closely related to those described above, or equivalent combination of education/experience.

Special Requirements

- Valid Utah Drivers License.
- Must be bondable.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of fingerprinting and evidence laws and procedures.
- Basic computer skills
- Ability to work well with co-workers, officers, outside agencies and the general public; ability to communicate both verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and specialized software, police radio, phone, calculator, fax machine, copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.